



City of Idaho Falls

## Assistant Finance Manager - Treasury Management

<b>SALARY</b>	\$48.52 - \$67.79 Hourly \$3,881.60 - \$5,423.20 Biweekly \$100,921.60 - \$141,003.20 Annually	<b>LOCATION</b>	Idaho Falls, ID
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2023-1128
<b>DEPARTMENT</b>	Municipal Services	<b>DIVISION</b>	Treasurer Administration
<b>OPENING DATE</b>	11/28/2023	<b>CLOSING DATE</b>	Continuous

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### General Purpose

Performs a variety of administrative, supervisory, and professional duties relating to the billing, receiving, accounting and financial reporting of City expenses, revenues, investments and banking activities of the City. Manages designated functions (e.g., Treasury, Utility Billing, Accounts Payable and Procurement) of Finance Department.

#### SUPERVISION RECEIVED

Under the direct supervision, guidance and direction of the Finance Manager.

#### SUPERVISION EXERCISED:

Responsible for the supervision, training, and evaluation of City staff as assigned.

**\* This position will focus on the Treasury Management aspects of this position \***

### Essential Functions

#### Treasury Management

Directs the activities of Treasury, Billing, Procurement and Accounts Payable functions. Reviews and approves billing and cash receipting transactions for the City and approves expenditure requests and audits invoices, requisitions, and purchase orders for correctness.

Develops, plans, documents, evaluates, manages, and oversees operational activities of staff. Researches, recommends, and implements improvements to operational activities, policies, and procedures in coordination with City departments. Maintains and ensures accuracy and security of accounting systems, subledgers, vendors and customer information.

Works in collaboration with and under the guidance of Idaho Falls Power and Public Works representatives in the daily activities of the utility billing, and collection functions, including the coordination of service disconnection and reconnection of delinquent utility accounts; oversees and provides direction of the collections of all City bills, such as parking violations, utilities, accounts receivable, annexation agreements, licenses, contracts, etc.; participates in quarterly meetings with Idaho Falls Power and Public Works representatives to review and implement resolution to utility customer complaints. Works with Idaho Falls Power and Public Works to develop, implement and train staff on changes and improvements to utility

billing services and customer services.

Ability to address and resolve customer service concerns or complaints in a tactful and professional manner; ability to defuse tense customer and staff interactions in a calm and professional manner.

Responsible for the accuracy of revenues received by Department staff, prepares deposits and deposits revenue at bank(s);

Provides leadership and trains Department personnel in policies, procedures, and individual duties; cross-trains staff in office duties to provide job duty coverage; evaluates employee performance, makes recommendations concerning personnel actions, such as hiring, advancement, promotion, suspension, dismissal, or demotion.

Assists the Finance Manager / Treasurer by reviewing, processes, records, and reporting on all City revenue generated through a variety of City programs and services.

Assists the Finance Manager / Treasurer in the development, implementation, and maintenance of an effective revenue collection plan to improve the City's collectability in utility services, ambulance services and other revenue accounts generated by the provision of City services.

### **Cash and Investment Management**

Works with the Finance Manager / Treasurer to monitor the balances of City funds to ensure availability of adequate funding to process City expenditures within annual budget allocations; the development, revision and testing of City internal controls related to cash and investment activities. Actively monitors and manages the processes and controls around cash handling activities of staff to prevent loss. Manages City banking and merchant account relationships and resolves operational issues.

Assists the Finance Manager / Treasurer in determining the City's financial needs and identifies idle funds; examines investment options and invests idle funds to maximize usage of such funds; monitors and executes long-term and short-term investment opportunities in compliance with City policies and investment objectives.

Participates in the Finance and Investment Committee on at least a quarterly basis or more frequently as needed; review and maintain investment reports; assists in maintaining the investment policy documents; Works collaboratively with the Committee and its members to implement changes or improvements in a timely manner.

Works collaboratively with the various City Divisions that have funds invested in order to transparently and accurately manage, track and report those specific Divisions invested balances and investment interest/gains.

Assists the Finance Manager / Treasurer with presenting City investment position to Mayor and City Council during quarterly finance presentations along with the Municipal Services Director and the Finance Manager / Treasurer.

Serves as custodian of City Bond Register and records payment of all bonds and coupons; manages an office environment for the payment, deposit and recording receipt and investment of all City funds

As one of several authorized signers on all City bank and investment accounts to release funds for payment;

Prepares legal advertisements pertaining to Local Improvement Districts, Business Improvement Districts and other capital improvement programs; prepares tax deeds and posts tax deed notices; issues delinquent certificates.

**Accounting** - May be asked to assist in various accounting functions as presented below:

Keeps Finance Manager / Treasurer apprised on fiscal condition of the city; assists Finance Manager / Treasurer with technical insight and recommendations related to determining fiscal policies, goals and objectives; and acts as internal auditor.

Participates in preparation of the budget; reconciliation of financial records; and preparation financial statements for audit.

Produce data for consultants, project financing and fee studies; assisting departments with financial calculations and projections; preparing reports; reviewing financial data to ensure accuracy; and other related activities.

Participate in maintaining accounting for City Revenues and Expenditures to ensure compliance with all federal, state, and local laws, ordinances and fiscal procedures;

Participate in the internal financial and audit functions of the City, participates in the coordination of the annual fiscal year audit; review results of annual audit with external auditors; prepares related reports.

Performs related duties as required.

## **Minimum Qualifications**

### **I. Education and Experience:**

- A. Graduation from college with a bachelor's degree in accounting, financial management, and/or municipal government investment experience;
- AND
- B. Three (3) to five (5) years of accounting, audit, financial management and/or municipal government experience;
- AND
- C. One (1) to three (3) years of supervisory experience;
- OR
- D. An equivalent combination of education and experience.

### **2. Preferred Qualifications:**

For preferred qualifications to be considered, one must have met the minimum Education and Experience Qualifications noted above.

- 1. Active Certified Public Accountant(CPA) License
- 2. Municipal Government Accounting Experience

### **3. Knowledge, Skills, and Abilities:**

Thorough knowledge of State Laws and City Ordinances governing operations and practices of the City Treasurer's Office; thorough knowledge of banking and investment practices; thorough knowledge of methods and procedures involved in general accepted accounting principles relating to cash and investment management; working knowledge of local investment options and opportunities; working knowledge of principles and practices of public

administration and office management; working knowledge of accounting principles and practices; working knowledge of the principles of supervision; some knowledge of municipal finance.

Ability to develop a staffing plan, supervise, and coordinate the work of a small staff of office employees; ability to make complex fiscal management decisions where there is little or no room for judgmental error; ability to communicate effectively, verbally and in writing; ability to develop effective working relationships with City Officials, Department Heads, Supervisors, subordinates, and the public.

**4. Special Qualifications:**

Must be bondable.

## **Work Environment**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Periodic walking, standing, stooping, sitting, reaching, required in normal course of performing essential duties. Talking, hearing and seeing essential to effective performance of the job.

Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

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